

Volunteer Hours Record Form

This **volunteer hours record form sample** includes a section for supervisor signature, ensuring accurate verification of service time. It helps organizations track and validate volunteer contributions efficiently. Use this form to maintain reliable documentation for both volunteers and supervisors.

Volunteer Information

Name:	_____
Contact Number:	_____
Email:	_____

Organization Information

Organization Name:	_____
Department/Program:	_____

Volunteer Service Hours

Date	Service Description	Start Time	End Time	Total Hours	Supervisor Initial
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Supervisor Verification

Supervisor Name:	_____
Contact Number:	_____
Signature:	_____
Date:	_____

Please return this completed form to your organization's volunteer coordinator.